Calderdale Council

Headcount Portal User Guide

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SECTION 4 – FORECAST (ESTIMATE) TASK

URL: https://ems.calderdale.gov.uk/ProviderPortal_LIVE/Account/Account/Login

DO NOT INPUT CARER'S DETAILS FOR EYPP AT THIS STAGE

When the Interim (Forecast) Task has been issued to your setting, all relevant users will receive an email informing them to login. Once you login to the Headcount Portal you will see the Task on your Homepage. You will also see a **Supporting Information** section, **please read this carefully** as the information is updated termly.

🗙 logo

Early Years Headcount Portal

🏠 Home   Headcount ▾   Two Year Old Funding ▾   Administration ▾   👤 Tracy Hilton ▾   ⏻ Sign Out

SUPPORTING INFORMATION   ✕

The supporting documentation (Term Dates / Funding Periods) and guidance on how to complete your headcount will be available from Monday 27th April 2015 on the Council website click HERE to download the guidance / supporting documentation.

Closing date for the **Summer Term Actual Task is Friday 15th May 2015**. Please make sure that you enter hours for all children claiming and not just new starters.

The Summer Funding Period is 180 hours (12 weeks) and covers 1st April 2015 to 31st August 2015.

📋 **My tasks**

📅 Headcount (Forecast) for Period One 2014 for 2 year olds, 3 year olds, 4 year olds is required   `Not Started, Due on 31 May 2014`   🔴1
Markville - FDC

🔍 **View all tasks**

✉ **My messages**

✉ **Important Message**   `Today 12:38`   🔴1
Hi Please can you ensure that you have completed your Headcount by the deadline date. Regards EY Team

🔖 **View all messages**

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The Task has a Due Date shown in the lozenge. The colour and information on this lozenge changes to show the current status - it will change to Amber and Red the nearer it gets to the Due Date, changing to Grey when the Due Date expires; examples below.

`Not Started, Due on 31 May 2014`   `Not Started, Due 8 days`   `Unsubmitted, Due 8 days`   `Not Started, Due Tomorrow`   `Submitted, Due Tomorrow`

`Submitted, Due on 21 March 2014`

Note: Selecting an expired Task allows you to look at historic information.

Selecting a Task opens the task.

A task may contain existing children or be empty depending on the level of data EYCST holds. Existing 3 and 4 year olds will now be highlighted in pink, which is for the purpose of checking and claiming EYPP. At this stage you **must** click into each child highlighted pink and in the Carer Details tab click "**Decline to provide"**, as this data is **only** to be entered at the Adjustment Task.

To add your children to this Headcount Task Select [Add Child] and follow the guide as set out in Section 3, Children's Data (adding, editing & removing) on the Council's website (http://www.calderdale.gov.uk/education/childcare/care-providers/funding-financial.html) (or by clicking the **HERE** link in Supporting Information on the Portal).

To add the hours against the children in the list select [Edit Headcount]

To complete the headcount (hours are to be submitted for **_ALL_** children claiming funding):

1. **Start Date**: When a child starts funding for the first time, this needs to be changed to the **exact** date a child claims funding for the first time and **not** the Funding Period start date.
2. **Leaving Date**: When a child is no longer claiming funding or leaving part way through a term you **must** enter a leaving date (this leaving date must include any notice periods of up to 4 weeks).
3. **Stretched Offer**: If a child is on a stretched offer you must claim for the full amount of weeks and hours for that funding period and only pick one entry from the drop down list i.e. see table below:

4. **Weeks Attended for term**: This is the total number of weeks a child is claiming funding at your setting. If a child is claiming a stretched offer, you claim the maximum number of weeks the LA is funding for that term.
5. **Max Hours Attended per week**: This is to be populated with the total number of hours per week a child attends your setting in any one week.
6. **Hours Attended for term**: Will be prepopulated when items 4 and 5 above are filled in. You only need to alter this if a child's hours either increases / decreases within the present term. You will then need to calculate the termly hours a child is taking.
7. **Funded Hours Claimed per week**: Will again prepopulate when items 4 and 5 are filled in. If this field is different from Max Hours Attended and is less than 15, you will then need to change the funded hours in this field.
8. **Funded Hours Claimed for term**: Will be prepopulated if item 7 is populated.
9. **Shared Funding**: This is when a child has / or is still claiming funding at more than one setting in a term and is for official use only and cannot be populated by the providers.

The icon looks like: 🅢 Select 〔Save〕

SUBMISSION

When you have added all your children to the list select 〔Submit〕 You will then see the message below:

Submission Declaration

Certification

I certify that the number of hours claimed are correct for each pupil and signed for by the parent /guardians(s) of the pupils. These hours can/will be substantiated by the official registers. I understand that this claim will be subject to an audit at a later date.

I have read the Local Conditions of Funding and agree to comply with them.

I have checked:

1) That all parents have signed & completed the number of hours required.

2) That hours claimed are based on hours attended for the term.

3) That where I am aware that hours are claimed at my setting and another, that added together they do not exceed the maximum entitlement.

〔Cancel〕 〔Confirm〕

Select 〔Confirm〕 and 〔Yes〕 on the following confirmation screen.

Submit Headcount   ✕

❓ Are you sure you wish to submit this information?

                                                        〔No〕 〔Yes〕

✓ Attendance submitted successfully !

Note: You can continue to add children and hours to this list and resubmitting until the deadline date.

Support is available from the Early Years & Childcare Team on 01422 392576 or 01422 392695 or by emailing eef@calderdale.gov.uk.